

LIST OF FINANCIAL MANAGEMENT CLASS'S

*****Appropriations Law & Update**

- EVERY Federal employee needs this class.
- First there is a 3-4 day class.
- Then annually you can just take the update class. There is no value in taking the update class if you have not had the original Appropriation Law training.
- Contact: USDA Grad School and/or Management Concepts are some vendors that offer this course. Website: www.grad.usda.gov or toll free 888-744-GRAD.

*****Admin Processes at NFC**

- Employee should have been on the job for at least 2 years before taking this class
- It is usually held in the summer at NFC, New Orleans, LA.
- Contact: Darlene.Stephens@APHIS.USDA.Gov email address to get details.

*****Dollars and Sense**

- This is a 2 day class covering everything from Budget formulation, execution, money management, annual close and reporting in general terms.
- Every federal employee would benefit from this information.
- Contact: Financial Management Division (FMD), Department of Treasury
Website: www.managementconcepts.com or (703)790-9595.

*****Intro to Federal Budgeting ***Federal Budget Process**

*****Budget Formulation**

*****Intro to Financial Management**

*****Intro to Standard General Ledger (SGL)**

- These are about 3 day classes each.
- They each provide the general principles of their topic as it relates to Congress, the Agencies, your spending decisions, reporting and special requirements.
- These are not extremely detailed classes but give a sense of the operational environment for financial management activities.
- Good for anyone involved in financial management duties.
- Contact: USA Grad School or Management Concepts or any other training provider.

*****APHIS Admin Processed Training**

- One to two week class
- Covers all administrative process APHIS – MRPBS division provide
- Excellent resource for Administrative Officers and administrative personnel and program managers that have to be involved in any administrative aspects of their positions.
- Offered in Minneapolis and soon in Riverdale annually
Contact: Pam Lyons via email to get registered.

All Financial Management personnel would greatly benefit from any training obtained in the areas listed below. These 'Intro' classes are offered in many locations by many vendors. Usually they can be audited as opposed to trying to get certified as a performing officer. The increased emphasis on accuracy of the financial details is not likely to ease up in the coming years.

Contracting
Grants/Agreements
Small Purchases – PCMS
Statement of Work preparation
Personal Property
Real Property

Personnel Systems for reporting
GPRA